



Request for Reproduction Services

Austin History Center, Austin Public Library
810 Guadalupe St., PO Box 2287, Austin, Texas 78768-2287
Phone: 512-974-7480 www.austinhistorycenter.org

Name: _____ Date: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Terms of Use (please check one):

☐ These reproductions are for **personal** use only. I agree to be legally responsible for any unauthorized copy, publication, or public display of the reproduction. I certify that the information on this form is correct. I have read and comply with the conditions established by the AHC in the Reproduction Policies and Procedures.

☐ These reproductions are for **publication and/or display**. I agree to be legally responsible for any unauthorized copy, publication, or public display of the reproduction. I certify that the information on this form is correct. I have read and comply with the conditions established by the AHC in the Reproduction Policies and Procedures.

Credit line for publication and display: [Item #], Austin History Center, Austin Public Library.

State how the AHC reproductions will be used (title of publication, publication dates, print run size, etc.):

Images are not to be altered, published, or publically displayed without permission of the AHC Photo Curator or the AHC Manager. I have read and agree to comply with the Reproduction Policies and Procedures.

Signature: _____ Date: _____

Total # of items for reproduction: _____

Total Fees (from reverse): _____

**Turnaround time for orders is two weeks
(large or complex orders may take longer).**

Sales Tax (TX residents, 8.25%): _____

Expected completion date: _____

Microfilm/copy fees: _____

Delivery: ☐ Email/FTP ☐ CD/DVD(+\$3) ☐ Pick-up at AHC

Mail/media fees: _____

☐ Mail (+\$5) ☐ Flash Drive 16GB (+\$6) ☐ Flash Drive 64GB (+\$14)

Total: _____

Payment: ☐ Check # _____ ☐ Cash ☐ Credit Card ☐ Invoice # _____

Make checks payable to Austin Public Library

For Staff Use Only:

Received By: _____ Order Number: _____ Date Completed: _____ Notified by: ☐ phone ☐ email

Permission to use the indicated images in the above-stated publication:

☐ is granted, subject to photographic restrictions and the AHC Reproduction Policies and Procedures

☐ is denied. Reason: _____

Staff signature _____ Date: _____

Request for Reproduction Services

	Item #	Folder Name <i>As it appears on the label</i> <i>For archival collections, include box/folder number</i>	Print (photo only) <i>Indicate size and paper finish</i>	Digitized File – (new scan or previously digitized) <i>Indicate standard or other resolution</i>	Reproduction Fee (fee for photo print or digitized file)	Licensing Fee (consult licensing fee sheet)	Permissions Only ✓
Examples	PICA 01023	AF – Treaty Oak T9100	<input type="checkbox"/>	<input checked="" type="checkbox"/> standard (300dpi, 8x10) – previously digitized	\$5	<input checked="" type="checkbox"/> \$25	
	PICH 07882	HB – 1 st St. E. 2301	<input checked="" type="checkbox"/> 16x20 premium semi-matte	<input type="checkbox"/>	\$40	<input type="checkbox"/> n/a	
	AR-2018-001-043	Photographs, Box 2/Folder 3	<input type="checkbox"/>	<input checked="" type="checkbox"/> 600dpi – new scan	\$30	<input type="checkbox"/> \$150	
1			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
6			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
7			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
8			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
9			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
10			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<i>Please use additional sheets</i>					Reproduction Total: \$	Licensing Total: \$	
					Total Fees: \$		